



## **Emergency Procedures: Suspicious Mail**

### **If you receive mail that you suspect is contaminated:**

- Do not shake it, bump it or shift it.
- Do not open it.
- Wash your hands thoroughly with water.
- Notify University Police at extension 2111.

### **What makes a piece of mail suspicious?**

- If the mail is unexpected or from someone that you don't know.
- If it is addressed to someone no longer at that address.
- If it is handwritten and has no return address.
- If you cannot confirm the return address as legitimate.
- If the mail is lopsided, lumpy or is oil stained.
- If it is sealed with excessive amounts of tape.
- If it has restrictive endorsements, such as "personal" or "confidential."
- If it has excessive postage.
- If it has powder on it.
- If mail is questionable because it is handwritten or has no return address, the mail may be returned to the mailroom, unopened, with an explanation to the Mail Center Supervisor indicating why it is suspicious.